

Chapter 16

Collect and Maintain Student Information

16-1. General.

a. A good reconnaissance for student information can lead you to being a successful recruiter. The more contacts you have and keep in touch with at your local schools, the more likely you are to receive leads.



To start adding information to your Student Information records, click on the **ARISS-RWS** tab. Now click on the **SCHOOL** folder and then on **Student Information**. Just like when you reviewed and added faculty to the School Information section, now you need to focus on **Student Information**.

b. The following steps will show you how to collect and maintain student information:

- (1) Locate student information records.
- (2) Add student information.

16-2. Locate student information records.

a. Take a moment to review this **Student Information** record. The school information is generated when the SC sets the distribution parameters and assigns the school to the recruiter. The recruiter adds the additional information. Notice the **Enlisted Students** section of the screen. Once an individual has enlisted in the RA or USAR, this information area will automatically populate to the correct school in your area.

✓ If you have no school (or ZIP Codes) showing on your system, check with your SC to ensure he or she has assigned your schools to you at the ARISS TOS.

✓ If you remember the data on the Lead record, we discussed the importance about selecting the HS from the School drop-down arrow. This will ensure that an enlistment from your HS will show on the Student Information screen.

✓ Those items that are grayed out will automatically populate as you work on an applicant's processing packet within ARISS.

b. Now let's update the school's student information. Start by clicking on the **Title** drop-down arrow. This is a list of student and faculty titles. You'll select the appropriate entry for a student. Take a few minutes to review the different titles.

16-3. Add student information.

a. You'll need to type in **Last Name, First Name, Phone** number, and **Email** address if you have it.

School	LITCHFIELD HIGH SCHOOL - Williams		# of Packets Closed	0	
Title	Last Name	First Name	Entry CD	Area CD	Phone
STUDENT			011		
					Email Id

b. To input another student contact, you'll need to create another **Student Information** file. Start by clicking on **Edit** on the menu bar. Now click on **Add** and you'll see the scroll bar appear and the **Title** line is now blank.

✓ Just as there is a way to add a new line by clicking on **Edit** and then **Add**, you can use the tool bar icon to add a new line. All you need to do is click on this icon to add a new line.

c. After you have added your student contacts, all that is left to do is **Save** and **Close** this **Student Information** record. Begin by clicking on **File** on the menu bar and now click **Save**. To close the **Student Information** record, click **File** on the menu bar and now click **Close Record**.

✓ This screen will not show the students assigned to this school, this screen is only to list those students that may have an influence in the school. All of your applicant records will be found on the Find screen and the ones listed here you will need to manually build.